

Processing of personal data at The Agar Trust

The Agar Trust collects and processes personal information only as necessary for the legitimate interest of pursuing its purposes under its Trust Deed, specifically in each case as detailed below.

1. The Agar Trust has no office premises, and so all operations are distributed, and online. All applications and referee forms are stored on a password protected site on Dropbox by the Administrator and shared online with three Trustees for assessment purposes. Applications are deleted after eighteen months. Emails will be deleted after eighteen months unless there is a specific and recorded reason for retaining them for operational or legal purposes or because the subject of an email exchange is still current.
2. A summary of each application is shared with three Trustees for assessment purposes, and for contacting award holders. This information is stored in a password protected Access database. The details include name, place of residence, postcode, email, educational opportunity, number of year's experience, instrument/voice. The information in Access is kept for eighteen months.
3. We maintain a spreadsheet of application statistics, which includes numbers of applications, awards, returners, and educational opportunity. This spreadsheet is kept on a password protected site on Dropbox, and the data is shared annually with Trustees and advisers at the AGM and is also used for any publicity or presentations. We also undertake qualitative research, drawing on comments in applications and completions to illustrate the experiences of young musicians in rural Scotland. All quotes are anonymized.
4. The bank details of award holders are received by email and copied to a spreadsheet on a password protected site on Dropbox. This is used for the purposes of setting up and authorizing payments by the administrator and one Trustee. This spreadsheet is deleted once all payments are complete.
5. All applicants are required to complete a paper Declaration which certifies that the application is bona fide, and requests parental permission for the name of the award winner, their instrument or voice together with educational activity to be published on the website. It also requests permission for the use of any photos to be published anonymously on the website. An alert to the update is publicized on our Facebook page. A record is kept of the Declarations received, and the Declarations are kept for one year, then destroyed.
6. A list of all award holders, together with their area of residence, and educational activity is posted on the website for one year. The place of residence, instrument/voice and their educational opportunity are also added to a Google map.
7. Our Facebook page is maintained in order to advertise the work of the Trust; educational opportunities; sources of other funding; and any musical events in which award holders take part. We use the names of award holders in FB posts where they are known to be taking part in concerts, provided consent is given.
8. All award holders are required to submit a report on completion of the award. These reports are collated and shared with the Trustees. Parts of their comments may be used anonymously on the website as evidence to illustrate the experiences of young rurally based musicians. A record of completions is maintained, and any award holders not returning a report are barred from further applications. Completion reports are deleted after one year.

9. We maintain a mailing list of music teachers, Friends, education providers, MSPs, Festival organisers, which we use twice a year to circulate news of forthcoming deadlines. We ask people if they wish to join our mailing list before they are included. For sending out mailing, we use Mailchimp which has an option to unsubscribe on each page, and also deletes any out-of-date emails.

Personal data held	Where it came from	Who it is shared with and where/why	Retained for
Name; email; address & phone; experience; details of educational opportunity	Your application and reference	Admin + 2 Trustees for assessment	18 months
Cumulative data on nos. of applications and awards; nos. of repeat applications	Your application	Trustees, presentations for general publicity	Indefinitely
Name; area; instrument/voice; ed. opp. funded	Your application	Website for general publicity. FB page advertises updates to the website.	One year
Anonymous photos	Your emails	Website	One year
Your forthcoming concerts	Your emails	Trustees/ FB page	FB "life" is probably one week or less
Name; place; email; instrument/voice; ed. opp. funded	Your application	Internal records for contacting you eg for AT Showcases, or your concert appearances	Indefinitely
Area, instrument/voice; ed. opp. funded	Your application	Google map/website for publicity	1 year
Name; bank details	Applicants	Admin + Trustee for processing payments	Until all payments processed
Name; email; organization name	Teachers; performing organisations	Biannual mailing of alert for forthcoming deadlines; Trust news	Indefinitely; Mailchimp offers option to opt-out

18th May 2018